

AGENDA/MINUTES

CHISHOLM CREEK UTILITY AUTHORITY

January 27, 2022

Bel Aire City Hall, 7651 E. Central Park Ave. at 4:30 PM

1.) Call to Order

- Jim Benage called the meeting to order at 4:30 PM

2.) Roll Call

- Jim Benage called the roll: Members present were Jack Whitson, Kyle Nordick, Ray Mann, Greg Davied, and Justin Smith. Also present: Jacob Coy, Utility Manager and Russ Hazelwood, attorney.

3.) Adopt Agenda

- Jack Whitson made a motion to adopt the agenda, seconded by Justin Smith. Motion passed, 6-0

4.) Approve Minutes of December 16, 2021 Meeting

- Justin Smith made a motion to approve the December 16, 2021 minutes, seconded by Kyle Nordick. Motion passed, 6-0.

5.) Public Forum

- Jacob Coy introduced Jamie May, who will be taking meeting minutes.

6.) Reports

a.) Commissioner Reports

- Jim Benage shared he worked with Jacob Coy and took him to some places that calibrate meters.

b.) Utility Manger Reports

- Report from Park City well should be back tomorrow/next week and will start chemical treatment after receiving reports.

- Switched out palmer this month for cost reasons, has gone well. It is saving quite a bit of money by switching.
- Headworks wetwell alarm issue- reached out to manufacturer and they stopped making that controller six years ago. Will put a 0 to 15 PSI transducer. Will cost \$500 and will be able to put digital readout on the other side of the transducer to see level of wetwell instead of running to and from office. Will save both money and time.
- Got new phones ordered for staff, will be in within the next week

c.) Attorney Report

- None. Russ Hazelwood stated another lawyer is conducting an investigation and expects report within the next week.

d.) Treasurer Report

i.) Appropriations

ii.) Financial Reports

- Ray Mann made a Motion to accept treasurer's report, Justin Smith seconded Motion. Motion passed, 6-0

7.) Unfinished Business

a.) Pay Scale Review

- No action taken

b.) Microcomm service renewal option

- Jacob Coy advised not renewing. No action taken. Recommended to make sure insurance would cover large repairs if needed.

8.) New Business

a.) Elect Voting Delegate to Kansas Rural Water Association Annual Meeting in March

- Jim Benage made a Motion to approve Jacob Coy to attend meeting, seconded

by Jack Whitson. Motion approved, 6-0.

b.) Review Drinking Water True-Up

- Justin Smith made a motion to approve, seconded by Kyle Nordick. Motion approved, 6-0

c.) CCUA operations audit items update

- Jacob Coy updated working on new funding agreement being put in place. No action taken. Jim Benage tabled item.

d.) Discuss flow meter calibration plan

- Jacob Coy states planning on sending the portable meters to Meter engineers they will calibrate and send back. It will be around \$100 more, but will have a quicker turn around time than sending to manufacturer (which has a 4-6 week turn around). It will be \$1300 for 4 hours of shop time and then engineers calibrating it. This will be used as master meter and will be able to compare flow rates of all the other meters and send out reports.

- Justin Smith recommended documenting process for visual to connect the process for board members.

- No action taken.

e.) Consider PO 6368 Perch cybersecurity 2022 renewal for \$4,771.80

- Justin Smith motioned to approve PO 6368, Jim Benage seconded. Motion approved 6-0.

9.) Executive Session (if needed)

Action:

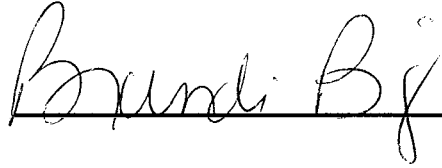
Request to invite in:

The meeting will be for a period of _ minutes, and the open meeting will resume at __PM

10.) Adjournment

- Jack Whitson made a motion to adjourn, seconded by Greg Davied. Motion passed, 6-0.

Approved by the Board of Commissioners this 24th day of February 2022.



Brandi Bailey, Chairwoman